

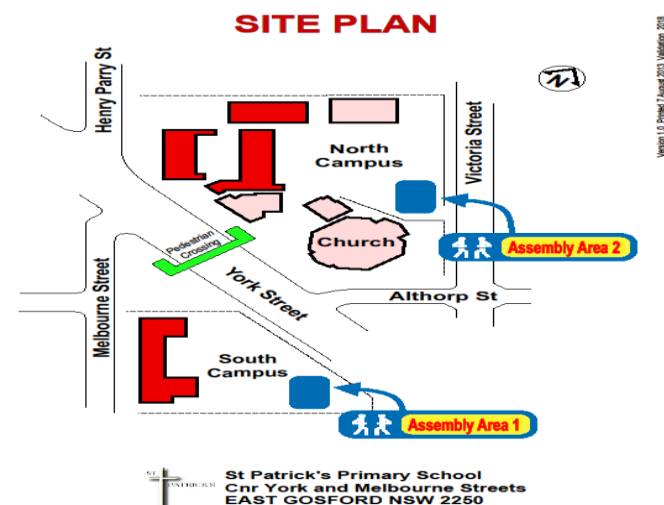
## SCHOOL SAFETY RULES

1. **REPORT** to the school office on arrival and **SIGN IN** using the Register located in the office in Melbourne Street.
2. Obtain a **VISTORS BADGE** from the office and wear this while on school grounds.
3. Ensure that you and all workers on your project (if applicable)
  - Stay within **DESIGNATED AREAS**
  - Minimise interaction with students
  - Use **ONLY** the **TOILETS OR AMENITIES** allocated to them
4. If an **EMERGENCY EVACUATION** or **LOCKDOWN** is called, ensure that you and all workers on the project (if applicable) follow the school's *Emergency Procedures*.
5. **SMOKING, ALCOHOL** and **ILLEGAL DRUG** use are not permitted.
6. If a **SAFETY INCIDENT** occurs, advise the school office immediately.
7. If **FIRST AID** is required, contact the school office immediately.
8. If you identify a **POTENTIAL SAFETY HAZARD**, advise the school office immediately
9. On completion of your work each day, report to the office, **SIGN OUT** and return or remove your **VISITORS** Badge.

## SCHOOL SITE MAP

Full-sized copies of this reduced *Site Map* are available from the school office. Please ensure that you (and all workers on your project (if applicable));

- Remain as far as reasonably practicable in your allocated area
- Locate and can safely reach the school's emergency Assembly point.



## SAFETY INFORMATION BROCHURE

School	St Patrick's East Gosford
Address	Cnr York and Melbourne St and Victoria St East Gosford (Split Campus)
Phone	(02) 4325 1159
Principal	Cheryl Walsh
Assistant Principal	Michelle Perry
Office Administrator	Natalie Introna

## SCHOOL SAFETY OVERVIEW

Welcome to St Patrick's Catholic School. We value the dignity and wellbeing of all people, and are committed to providing a safe work environment and school culture that protects people's safety, health and welfare.

### ALL VOLUNTEERS, VISITORS, STAFF, CONTRACTORS, PRINCIPAL CONTRACTORS AND SERVICE PROVIDERS MUST COMPLY WITH SCHOOL SAFETY POLICIES, PROCEDURES AND DIRECTIONS

You are required to take reasonable care to ensure that your actions or omissions and those of your workers (if applicable) do not harm yourself or anyone else. General school safety rules are outlined in this brochure. Please familiarise yourself with them and ensure that yourself and all workers on your project (if applicable) adhere to them. Copies of the school's **WHS Policy, First Aid Policy, Emergency Procedures**, larger scale **School Site Map** and **Contractor Register** are available to you in the school office and you are requested to familiarise yourself with them and ensure that you and all workers on your project (if applicable) adhere to them in addition to the policies and procedures you are required as a volunteer, visitor, member of staff, contractor, principal contractor, or service provider to follow.

## FIRST AID

First aid is available to all people at this school, including yourself and all workers on your project (if applicable), and is administered according to set procedures by the school's trained first aid officers:

- Maria Smith/Natalie Introna (Infants)
- Robyn Mulligan/Michele Hopwood

The first aid room is located in the Office on the Infants Campus and in the Staff room on the Primary Campus. If first aid assistance is required, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

## BATHROOM FACILITIES

Toilets and amenities for you and all workers on your project (if applicable); are located in both **Infant and Primary Campuses**. You are requested to ensure that at all times you and all workers on your project (if applicable) use **ONLY** these and **NOT student amenities**.

## SCHOOL TIMES

- **Class commencement:** 8.40 am
- **Morning tea:** 10.55am
- **Lunch:** 1.00 pm
- **School conclusion:** 2.55 pm

## IN CASE OF EMERGENCY

The school's **Emergency Procedures** are available in the school office and you are requested to familiarise yourself with them and ensure that you and all workers on your project (if applicable) adhere to them. Emergency drills are carried out regularly so that the school community can respond calmly, quickly and safely.

The signal that an emergency situation has arisen (or an emergency drill has been called) is **on hearing 3 siren signals in 3 intervals**. If a drill is called or an emergency occurs, please ensure that you and all workers on your project (if applicable):

- Follow the school's **Emergency Procedures**
- Proceed calmly to the emergency **Assembly Point** on the Soccer Pitch on Both Campus'.
- Follow the directions of school staff.

The signal that a lockdown emergency (an immediate or imminent threat) has occurred is **continuous ringing of a bell**. If a lockdown is signalled, please ensure that you and all workers on your project (if applicable) follow the school's **Emergency Procedures** and all directions given by school staff.